



# City of Newburgh, New York

[www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov)

## **P/T Parking Enforcement Officer**

**Part-Time Position: 17.5 hrs/Week**

**Starting Salary: \$17.37/hr**

**Provisional Appointment (Pending Civil Service Exam)**

**Preference in appointment shall be given to City of Newburgh residents.**

### **GENERAL STATEMENT OF DUTIES**

Patrols metered parking lots and other assigned parking areas for the enforcement of all standing traffic laws and ordinances; observes parking violations and issues tickets for such violations; receives, issues receipts, disburses and accounts for amounts of money; does related work as required.

### **EXAMPLES OF WORK: (Illustrative only):**

- Patrols assigned parking areas to detect violators of regulations;
- Issues tickets for violation of parking meter regulations, or for any offense involving a vehicle not in motion;
- May reset meters to insure maximum meter revenue;
- Assist in meter collection;
- Tactfully advises car operators as to reason for issuance of tickets;
- Observes and reports locations of meters out of order or in need of repair;
- Informs the public as to the location of private and public parking facilities;
- On occasion may be required to appear in court regarding parking violations;
- Prepares activity reports and performs miscellaneous tasks;
- May act as crossing guard as assigned;
- Receives and records receipt of amounts of money at parking lot booth for payment of parking;
- Prepares deposit slips, bundles and seals cash for delivery to bank and if required makes bank deposits.
- Makes change and issues receipts for money received;

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of the geography of the city and the location of the more important private and public parking facilities; ability to learn the procedures and regulations involved in the enforcement of the City Parking Ordinances and the New York State Vehicle and Traffic Law in relation to standing violations; ability to enforce the ordinance and regulations with firmness and tact; ability to keep simple practical records; ability to express themselves orally and in writing in clear and intelligible language; ability to write legibly; ability to understand and carry out complex oral and written instructions; good judgment; mental alertness; high degree of accuracy; integrity; courtesy; good physical condition to permit walking long distances and working in unfavorable weather conditions.

**See Reverse Side**

Good knowledge of modern methods used in receipting and accounting for sums of money; good knowledge of office procedures and equipment; ability to make arithmetic computations rapidly and accurately; ability to deal with the public; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS TO APPLY:**

- (a) Graduation from high school or possession of a high school equivalency diploma, and
- (b) Possession of a valid New York State Driver's License throughout tenure

Applications available/accepted at the Civil Service Office, City Hall, 83 Broadway, Newburgh, NY Monday- Friday from 8:30 - 4:00, or on-line at [www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov) thru 12/22/14

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**The City of Newburgh is an Equal Opportunity Employer.**

Issue Date: 12/8/14